

# Park Reservation Guidelines

## Group Size Per Park

**up to 100:** Brighton Beach, Enger Park

**up to 150:** Rose Garden

**up to 200:** Chester Park, Lincoln Park

**Any Size:** Chambers Grove, Lester Park, Leif Erikson Park, Park Point

A permit is required for any event where it is reasonably anticipated that 40 or more persons will be in attendance. If your group is less than 40, you may pay the fee to secure the shelter.

1. Private events may only be held from Memorial Day weekend through September 30. Permits will not be issued for events before or after these dates unless it is considered a "special event" (open to the public).
2. The permit secures use of the shelter or gazebo only and does not give exclusive use of the park. Open picnic areas are not included in the reservation. No amenities or special arrangements are provided.
3. "Picnic" type wedding receptions (*no live music, dancing, or alcohol*) will be allowed for an additional fee of \$150 when combined with a ceremony. If you are having only the "picnic" reception, standard fees apply.
4. Your reservation will be cancelled if payment is not received by the due date on your application. Please call if you decide to cancel.
5. Reservations are made for specific times - the space is not yours until your reservation time begins, so please plan accordingly. This is especially important for wedding ceremonies in the Rose Garden. Do not plan on entering the park early.
6. All reservations are final after the permit has been issued - so please be sure of your date and time. If you make changes to your reservation requiring that a new permit to be issued, you will be charged an additional \$25 fee.
7. Most parks are equipped with 110 volts electrical outlets; 220 volts are not available in the park system. Multiple electrical items may cause overloads on the power source.
8. Tents are not allowed. Nothing can be staked into the ground. Stand-alone canopies, no larger than 10' x 20' may be used in all parks except the Rose Garden. A \$100 damage deposit will be required.
9. Ground fires are not allowed at any time. Chambers Grove, Enger Park, and Brighton Beach have fireplaces that may be used. Private grill coals must be disposed of properly.
10. The contact person is responsible for the safe conduct of all those attending the event and for clean up, including decorations and other items brought into the park. All trash must be disposed of properly.
11. Motorized vehicles must remain in the parking lot and not be driven on any off-road areas, such as park pathways, grass, fields, etc.; dogs must be leashed at all times and are not allowed on playground areas.
12. A key is available to allow for delivery vehicle entry into Lincoln Park, Lester Park, Park Point, or Chambers Grove. A \$20 deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked.

## Alcohol Consumption:

- **Privately Hosted Events:** \$50 alcohol consumption fee; if cash bar, the event must be catered by a restaurant with a caterer's permit; a contract copy must be submitted to Parks & Recreation.
- **Business/Company Events/Club Events:** \$50 alcohol consumption fee; if cash bar, the event must be catered by a restaurant with a caterer's permit; a contract copy must be submitted to Parks & Recreation.
- **Non-Profit Sponsored Events:** \$50 alcohol consumption fee; if cash bar a Temporary Liquor License must be obtained from the City Clerk's office – call 218.730.5500 for more information on this special license.
- **Buildings** - alcohol consumption is restricted to within the building; **Parks** - alcohol consumption is restricted to within 50 feet of the existing shelter or designated area if a shelter does not exist.
- **Pending review of your application by the Duluth Police Department Licensing Agent**, a licensed peace officer(s) employed by the City of Duluth may be required to be present at all times alcohol is consumed; you will be notified of the decision and must submit confirmation of securing an officer(s) before your permit will be issued.
- If a licensed peace officer(s) is required ~ please contact **Officer Jim Hansen** by email at [jhansen@duluthmn.gov](mailto:jhansen@duluthmn.gov).
- Go to [http://www.duluthmn.gov/police/hiring\\_an\\_officer.cfm](http://www.duluthmn.gov/police/hiring_an_officer.cfm) for further information, and to print the application for hiring licensed peace officers employed by City of Duluth.